

**Grossmont-Cuyamaca Community College District  
Checklist of Tasks to Perform Each Term**

Category	Tasks to complete for term <b>Summer 2014</b>	Comments
Term Dates	<ul style="list-style-type: none"> <li>▪ Start date 6/09/14; End date 7/31/14</li> <li>▪ RYAT:               <ul style="list-style-type: none"> <li>○ Registration start date 4/28/14</li> <li>○ Add end date 7/18/14</li> <li>○ Drop end date 7/18/14</li> <li>○ Census 6/17/14</li> <li>○ Change "Enforce Registration Priorities Verification" field to Yes</li> </ul> </li> </ul>	Done
Registration/ Deregistration	<ul style="list-style-type: none"> <li>▪ Update WebAdvisor parameters on STWP when Instructional Operations gives approval               <ul style="list-style-type: none"> <li>○ WSRP: Search parameters (Note: Add new subjects if applicable)</li> <li>○ RGWP: Registration parameters</li> <li>○ GRWP: Grading parameters</li> <li>○ CSWP: Student class schedule parameters</li> </ul> </li> <li>▪ Reminder to Special Population offices regarding data entry</li> <li>▪ Review/approve registration appointment text</li> <li>▪ Get reg schedule from Admissions &amp; Records</li> <li>▪ Application cut-off on 4/11/14 (Actually 4/14/14)</li> <li>▪ Registration appointments calculated on 4/14/14 and emailed on 4/15/14.</li> <li>▪ Open Registration begins on 5/12/14</li> <li>▪ Modify Registration Appointment screen in WebAdvisor to reflect open registration date (SEH (Tool – ST) XWESTS500B TERMS.ID (Do Upon Exit) GEN WMCM</li> <li>▪ Review/approve final DREG email text</li> <li>▪ Final DREG email on 5/27/14</li> <li>▪ Payment deadline on 5/29/14</li> <li>▪ DREG on 5/30/14</li> <li>▪ Update WebAdvisor FAQ for DREG with dates and term</li> </ul>	Done 4/10/14  Done 4/9/14 Done  Done Done Done  To DIT  Done 4/14/14
Waitlist	<ul style="list-style-type: none"> <li>▪ Determine/confirm maximum size of wait list: 25</li> <li>▪ Turn on waitlist on 4/25/14</li> <li>▪ Turn off waitlist on 6/09/14</li> <li>▪ Waitlist process stops on 5/26/14; resumes on 5/30/14</li> </ul>	
Holds	<ul style="list-style-type: none"> <li>▪ Grades finalized on 8/6/14</li> <li>▪ No DISQ process in summer</li> <li>▪ TRAN holds placed on 7/10/14</li> <li>▪ BUS holds placed on 7/10/14</li> </ul>	

Parking	<ul style="list-style-type: none"> <li>▪ Color of parking permit: Rose 184u</li> <li>▪ Date parking permits ordered</li> <li>▪ First day to sell 4/28/14</li> <li>▪ Date for temporary permits 6/2/14</li> <li>▪ Last day to sell 7/10/14</li> <li>▪ Parking permit cost: \$18</li> <li>▪ Benefit card cost: GC: \$6; CC \$6</li> <li>▪ Check for current content on ASG links for benefit card</li> </ul>	Done (Linda)
Payment Plans	<ul style="list-style-type: none"> <li>▪ Confirm schedule/calendar with Nelnet</li> <li>▪ Update term parameters on Nelnet Admin web page</li> <li>▪ Last payment plan draw down</li> </ul>	Done
Miscellaneous	<ul style="list-style-type: none"> <li>▪ Modify rate tables to reflect fee changes (if applicable): N/A</li> <li>▪ Modify/update the Continuous Attendance Rule (RG.CATT)</li> </ul>	Done
Cron Jobs	<ul style="list-style-type: none"> <li>▪ Roll GL for next fiscal year (needed in order to schedule XBIL)</li> <li>▪ Schedule daily batch jobs</li> <li>▪ Create computer column for AR balance (John Saric)</li> </ul>	IP Done Done